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21 October 1960

25X1A STAFF MEETING MINUTES - 21 October 1960

PRESENT:



1. Col. Beerli reported the following items were discussed by the DD/P at his recent staff meeting:

a. Procedures should be setup whereby all dependents going overseas receive briefings. This is particularly important in areas where the dependents will be in close contact with other American personnel. An example of this would be a State Department installation. DPD personnel overseas, while not as closely related in social and business activities as State, nonetheless should have full understanding of cover and norms of conduct. Where it is possible to give the briefing in Washington, Travel Section should see that it is done for all dependent personnel without exception. Recognizing the fact that under new procedures military personnel proceed directly from old assignment to new assignment and dependent briefings are not possible, a system should be devised to accomplish some sort of briefing. [redacted] pointed out that in these cases it is accomplished as soon as dependents arrive on station. Col. Beerli requested a system be devised to accomplish some sort of briefing.

ACTION: Administrative Branch.

b. The requirement that all personnel in the Agency know the steps in the event of personal emergency has again been emphasized. Col. Beerli made it the responsibility of each section and branch chief to make certain that all personnel read Administrative Memorandum Number 51-60, dated 11 October 1960 covering these procedures.

2. All inputs from branches have now been received and the personnel section is drawing up the final paper on T/O reorganization. Col. Beerli expects to have it ready for discussion with the DD/P approximately 1 November.

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3. All section and branch chiefs have been advised that there will be no calls made to the DDCI on a direct unilateral basis. Any discussions with the DDCI should first be coordinated with the Office of the DD/P. [ ] on 8783, Special Assistant to the DD/P, is the coordinating officer and should be checked in any matter which is to be brought to General Cabell's attention. Mr. Reber raised the question as to what procedure to follow in those cases where initially coordination has been effected through DD/P and the subject matter requires continued reference to the DDCI. In such cases it was determined that provided the DD/P was aware of the continuing coordination requirement, direct contact could be maintained, but DD/P should be kept informed of any major changes in subject discussed. In those cases where requirements are levied on an individual or a section directly by the DDCI, the completed paper should be channelled to him through DD/P. It is further suggested that in the event a person was called to the Office of the DDCI that [ ] be advised of this prior to seeing the DDCI.

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4. Col. Beerli requested that discussion and/or papers on policy matters be coordinated first with his office before going outside the Division. He noted that frequently he receives telephone calls on matters about which he has not full knowledge through failure of the originating officer to thoroughly coordinate with him. He recognized the fact that high precedence cables may have to be sent in his absence and hence he would be unaware of contents. But he asked that in such cases the information be relayed to him as soon as possible. Three items specifically were singled out as requiring coordination with the Office of the Chief prior to release:

- a. Instructions to Unit Commanders, particularly if they countermanded previous instructions;
- b. Advice or queries relative to conduct or performance of personnel;
- c. Over-all matters of policy affecting the units, particularly where new actions are directed.

5. Mention was made by Col. Beerli of a tendency to forward for DD/P review papers which in retrospect had not been fully staffed out. Col. Beerli emphasized that each paper forwarded to Mr. Bissell for concurrence, coordination and/or approval should be so well thought out that DFD can stand by its presentation and argue a firm position. He added that if a position is disapproved it would indicate that our staff work was not up to what it should be. Basically, what is desired is a full presentation of all facts and possibilities so that the DD/P will not be required to do his own research on a paper that was prepared here initially.

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25X1A 6. Section and Branch Chiefs were directed by Col. Beerli to enforce the procedure that only approved channels should be used in requesting personnel and particularly in changing previously requested assignments. The reason for this is that Personnel Section has complained of getting contradictory requests from the same branch as well as receiving policy decisions from individuals which are not representative of the Division position. [ ] indicated that too many people were approaching his Personnel Officers requesting changes in slotting whereas the correct procedure for the branch chiefs is to draw this to the attention of the Chief, Personnel Section, and he in turn will take necessary action consonant with Division policy.

25X1A 7. At the request of [ ] it was decided that a meeting would be held on the present status of Detachment B insofar as personnel recruitment and movement was concerned.

25X1A 8. While on the subject of personnel, Col. Beerli urged all supervisors who were reviewing files of prospective replacements to take a hard look at the individual's capabilities. He particularly emphasized the fact that acceptance should not be based on one Effectiveness Report but that opinions of all previous raters should be carefully considered.

9. [ ] reported on the following items of interest announced at the weekly DD/S Staff Meeting:

a. For general information the DCI would be out of Washington from 22 October to 7 November.

b. The Office of the Director is particularly interested in learning first hand of any instance which might raise press reaction. Where an incident takes place of a nature that the Director or his office might be queried by the press, information on it should be relayed immediately to proper officials. In DPD such information should be relayed to Col. Beerli or Mr. Cunningham who will take necessary action to inform the Director.

c. Fitness reports on many senior officers in the Agency are overdue. Raters may expect to hear from topside in those cases where there is no excuse for the tardiness.

d. The Agency is conducting a campaign to cut down on the number of administrative cables. Wherever possible such items as routine arrivals, status of household effects, promotions, personnel reassignments, etc., should be matters for dispatches. This is not a hard and fast rule and exceptions may judiciously

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be made. The prohibition affects not only the Administrative Branch but all units that would be concerned with the above items.

e. A recent IG report recommends a review of all proprietaries, particularly in the field of administrative management.

10. A Resume of DPD Participation in the UGF Drive:

It was pointed out that while DPD was running ahead of the average DD/P unit, both in percentage of contributions and in average numbers making returns, we should continue to strive for drive completion by the end of October. Col. Beerli urged each branch and section chief to personally interest himself in the drive and to check with each member of his unit. [REDACTED] pointed out that the individuals who were so inclined could use the confidential method by placing their pledge cards in an opaque envelope. He added that evidence to date indicated that the returns on confidential pledges were highly gratifying. Col. Beerli closed by stating that no one should feel that any pressure is being brought to bear in the campaign, that personal reasons might determine a person's decision to make a contribution other than in this manner.

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JAMES A. CUMMINGHAM, JR.  
Acting Chief, DPD

Distribution:

1 - DD/P	12 - DPD/Contr
2 - AC/DPD	13 - DPD/Mat
3 - Asst Ch/DPD	14 - DPD/Finan
4 - EO/DPD	15 - DPD/Commo
5 - C/SRS	16 - C/Cps/DPD
6 - DPD/Admin	17 - Cps/Intell/DPD
7 - DPD/Cover	18 - DPD/AS
8 - C/DB/DPD	19 - C/APB
9 - DB/DPD	20 - DPD/RI
10 - DPD/SO	21 - AFCIC-5
11 - DPD/Pers	